

UW DEPARTMENT OF PEDIATRICS

MANDATORY AND NON-MANDATORY PROMOTION CYCLE

Timeline for Promotion Effective July 1, 2027

NEW: Candidates are now required to upload designated portions of their promotion materials to Interfolio RPT. Access information will be shared with the candidates at the appropriate stage of the process.

For Clinician-Scholars, Faculty-Scientists, Research, and Clinical Practice Faculty		
DETAIL	MANDATORY TIMELINE	NON-MANDATORY TIMELINE
Promotion Contact List and UWSOM CV submitted to Faculty Affairs	Before October 31, 2025	Before October 31, 2025
Initial Packets (in full) uploaded to Interfolio**	Upload before January 16, 2026 <i>(earlier the better)</i>	Upload before January 16, 2026 <i>(earlier the better)</i>
1st Promotions Committee Review	Early to Mid-February 2026	Early to Mid-February 2026
Letters of Recommendation (LOR) requests to be sent	Around 1st week of March 2026	Around 1st week of March 2026
Deadline to receive LOR and packet updates to Faculty Affairs	By April 30, 2026	By April 30, 2026
2nd Promotions Committee Review	Mid-May 2026	Mid-May 2026
Faculty Vote	End of June 2026	End of June 2026
School of Medicine Submission Date	September 1, 2026	October 1, 2026
Effective Date of Promotion	July 1, 2027	July 1, 2027

The candidate's dossier is submitted for review to the Departmental Promotions Committee about 18 months before the promotion would take effect. Questions and concerns, please contact uwpedsfa@seattlechildrens.org